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SUMMARY OF PROCEEDINGS

D/S TRAINING LIAISON OFFICERS MEETING

28 February 1956

ATTENDANCE:1. Intelligence Reading Problems

25X1

[redacted] of the Reading Improvement Branch described the various test results of students who have taken the Reading Improvement course. In analyzing the test results, [redacted] was able to demonstrate that on average the students whose job requires them to spend an average of four hours reading per day had improved their reading skills to the extent that a savings of approximately 220 hours per year was achieved. The Director has expressed concern over the reading improvement program in terms of whether or not this program should be made mandatory for all personnel entering the Agency. The Office of Training is now identifying the categories of personnel who should have the Reading Improvement course and what effect this extra load will have on the present size of the Reading Improvement laboratory. In view of the ceiling limitation, it is doubtful that the Director will want to make the Reading Improvement course mandatory.

25X

2. Proposed OTR Bulletin

The subject of a monthly OTR Bulletin was introduced at the DD/S TLO meeting to determine whether or not such a bulletin would be of interest to the DD/S. It was explained that the bulletin is now in a draft stage and has not as yet received any official approval within the Office of Training. The DD/S TLO's expressed the view that a test run copy should be published to see if such a project would serve a useful purpose in the DD/S.

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3. Entrance on Duty Training

25X1 [] Plans and Policy Staff, OTR, explained that CIA Regulations
25X1 [] are now being revised into one regulation entitled,
"Entrance on Duty Training." The new regulation is based upon the assumption
that each Deputy Director of the Agency will prescribe the training standards
for his personnel. These specialized training standards will serve as an
extension of the basic training standards contained in this new regulation.
25X1 [] SA/DDS, stated that attention was being given to preparing
training standards for the DD/S and work is proceeding along these lines.

4. Status of Training Requirements

There were no problems relating to training requirements raised at the meeting.

- 25X1 5. [] Chief of the Intelligence School, announced that a course
in Conference Leadership would start on 16 April to 23 May. A quota of three
was established for the DD/S. The Intelligence Writing course (course to be
retitled Writing Workshop) will begin on 26 March and again on 21 May.
- 25X1 6. [] announced the Logistics Support Course will start on 16 April
to 25 May. An announcement will be sent in the near future to the Training
Liaison Officers.
- 25X1 7. [] Medical Staff Training Officer, requested the following
sentence be deleted from the minutes of the DD/S TLO meeting of 23 August,
paragraph 8: "He expressed concern over the situation."

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